

1020 Litigation Files

Description: Records associated with litigation in which Suffolk University is a party.

Examples: Records may include pleadings, statements of position, investigatory papers and reports, legal memoranda and briefs, depositions and court documents, settlements, agreements, court orders, and related correspondence.

Retention Period: **Retain for 6 years after final settlement, and then destroy. If a legal hold has been issued, records must be preserved until notification of hold release.**

Authority: 17 USC § 507; 35 USC § 286